



# Manager's Report

*For Council Meeting 1/23/01*

## **FINANCE**

Listed below are the new businesses licensed during this period:

<b><u>Business Name</u></b>	<b><u>Address</u></b>	<b><u>Business Type</u></b>
Axiom Staffing Group	300 Ft Evans Rd NE #102A	Temporary Staffing
Builders Management	106 Paddington Way	Building Consulting
Carter, Malinda	151 Oakview Dr SE	Commissioned Merchant
Hockett Enterprises	708 Edwards Ferry Rd NE	Snow Removal
Loudoun Lawn Service	211 Jennings Ct SE	Lawn Service
Medical Dental Computer Services	204 S King St	Computer Service Support
Northstar Home Inspections	108 Plaza St NE	Home Inspections
Pilates Center LLC	504 North St NE	Health & Fitness Consulting
Pizza Bolis	9-D Catoctin Cr SW	Restaurant
Skye, Inc	806 Kenneth Pl SE	Products & Services
Starlight Candles	509 Sparkleberry Ter NE	Retail - Candles

## **PERSONNEL**

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

<b><u>New Hires</u></b>	<b><u>Position</u></b>	<b><u>Department</u></b>
Alicia Taylor	Communications Technician I	Police
Edward Warf	Police Officer	Police
Justice Michlena	Maintenance Supervisor	Parks and Recreation

<b><u>Resignations</u></b>	<b><u>Position</u></b>	<b><u>Department</u></b>
Scott Warner	Police Officer	Police
Juan Rivera	Airport Director	Airport
Christopher Steagall	Account Clerk	Finance

<b><u>Deceased</u></b>	<b><u>Position</u></b>	<b><u>Department</u></b>
Linda Hellwig	Const. Inspector	Eng. & Public Works

## **PARKS AND RECREATION**

The pre-bid meeting for Ida Lee Park Recreation Center expansion project was held on January 8, 2001. Eleven contractors were in attendance. Construction bids are due on Tuesday, January 23, 2001.

A joint meeting between the Leesburg Parks and Recreation Advisory Commission and the County of Loudoun Parks and Recreation Advisory Board was held on Saturday, January 13, 2001. The meeting's agenda included project updates, potential joint town/county initiatives, and a presentation by Mr. Dean Tice, Executive Director for the National Recreation and Park Society.

**PLANNING AND ZONING****Current Planning Division Activity****Plans accepted for review during the period January 2, 2001 – January 16, 2001**

- Bowers Property – Boundary Line Adjustment
- Potomac Crossing, Section 8E – Construction Drawings
- Edwards Landing, Section 2A – Final Plat
- Tavistock Commercial & Multifamily – Architectural Elevations
- Beeler Property – Construction Drawings
- Fairview Block “I” Lots 11, 12, & 13 – Boundary Line Adjustment
- Potomac Crossing, Section 7 – Deed of Subdivision
- Potomac Station, Section 7A – Deed of Subdivision
- Harvest Square, Lots 2 & 3 – Boundary Line Adjustment
- Potomac Crossing/Battlefield Parkway Improvements – Construction Drawings
- Exeter Hills, Section 6B – Final Plat
- Allman / Bredimus – Boundary Line Adjustment

**Plans reviewed during the period January 2, 2001 – January 16, 2001**

- The Hamlet at Leesburg – Construction Drawings
- Leeland Heights, Lots E & F – Boundary Line Adjustment
- Hampton Inn – Preliminary/Final Development Plan Authorization
- Loudoun County Central Warehouse – Preliminary/Final Development Plan
- Leesburg Plaza Shopping Center Associates – Minor Subdivision Plat
- Edwards Landing, Section 2A – Construction Drawings
- Potomac Station Sec. 8D, Lots 104 – 131 – Boundary Line Adjustment
- Exeter Hills Section 4, Lots 10 & 11 – Boundary Line Adjustment
- Edwards Landing, Battlefield Parkway-Phase 2 Improvements – Final Development Plan
- Airport Commerce Park – Preliminary/Final Development Plan
- Beeler Property – Construction Drawings
- Potomac Station, Section 9B – Boundary Line Adjustment
- Jafari Auto Service & Auto Sales – Special Exception
- Potomac Station, Sec. 7A – Vacation of a Storm Drainage Easement
- Loudoun County Central Warehouse – Vacation of Sanitary Sewer Easement

**ZONING PERMITS ISSUED 01-01 – 01-37****New Construction Residential**

(Stowers) Evergreen Mills- 1 SFD @ \$100,000

Potomac Crossing- 2 SFD @ \$105,000

Potomac Station – 11 SFD @ \$105,000

Drymill – 3 SFD @ \$60,000

**New Construction Commercial**

14 Cardinal Park Drive, S.W. Suite 107 VAMAC, Inc. @ \$50,000

Mosler, Inc. 14 Cardinal Park Drive, S.W. Mosler, Inc. @ 125,000

241 Fort Evans Road Space # 1173 Barney's New York @ \$200,000

**Occupancy Permits Residential**

Kincaid Forest 2-SFD

Tavistock Farms 3- SFD 2 – SFA

Exeter Hills 2-SFD

Woodlea Manor 2- SFD

Sycamore Hills 3- SFA

**Occupancy Permits Commercial**

300 Fort Evans Rd, N.E. Axiom Staffing Group

240 Fort Evans Rd, NE Food Lion

**UTILITIES****Water & Sewer Administration**

a. **Training**

Lisa J. Smith completed a course in Microsoft Publisher '98.

**Water Supply Division****Capital Projects Update****Water Treatment Plant Upgrade to 10 MGD**

The contractor is performing the following major operations:

- Conduction HVAC, plumbing, electrical and mechanical operations at the Filter Building.
- Painting and special coating application is in progress.
- Chemical pump and piping installation continues.
- Forming and placing concrete at miscellaneous locations throughout site.

**WTP Expansion Project Status**

Dollar value complete 74% Time elapsed 102 %.

The contractor continues to be approximately 89 +/- days behind schedule.

Project substantial completion date was December 28, 2000. No time extension has been agreed upon.

**Hospital Tank Pumping Station**

- Interior piping and pump installation is complete.
- Electrical operations are in progress.

Hospital Tank Pumping Station Status

Dollar value complete 75% Time elapsed 96%.

A time extension of 48 days was granted to the contractor. Project substantial completions date is January 26, 2001.

**Water Pollution Control Division****a. Capital Projects**Biological Nutrient Removal Upgrade (BNR)

- Construction value is 80% complete. Construction cost to date is \$4,434,127.00.
- Construction schedule is approximately 30 days behind revised milestone date and liquidated damages are being assessed at \$500.00 per day since December 23, 2000. Final completion is scheduled for July 22, 2001.
- Grant Funds received to date - \$4,722,808.00.

Biosolids Management Upgrade (BMU)

- Construction value is 35% complete. Construction cost to date is \$3,258,122.00.
- Construction is on schedule to meet the revised completion date of September 14, 2001.
- Loan Funds received to date - \$5,710,830.00.

**b. Training**

Ted Castel, Utility Plant Operator – WPCD, received his Class 2 wastewater operator license, and Bill Caufield received his Class 3 wastewater operators license and was promoted to Utility Plant Operator – WPCD.

## Town of Leesburg Positions Being Recruited as of January 17, 2001

	Position Title <i>Date of Vacancy</i>	Assistant to the Town Manager 7/10/00	Management Intern 7/1/00	Contracts Administrator 11/1/00	Construction Inspector 1/8/01	Construction Inspector 2/9/01	Maintenance Worker II 11/13/00	Maintenance Worker III 8/7/00	Airport Director 1/10/01	Interim Airport Director 1/10/01	Administrative Secretary 4/1/01
Department	Executive	Engineering & Public Works					Utility Lines	Airport			
Advertised	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓
Applications Received	✓	✓		✓		✓	✓	✓	✓	✓	✓
Prelim. Interviews Held	✓	✓		✓				✓			
Final Interviews Held	✓			✓				✓			
Offer Extended	✓			✓				✓			
Offer Rejected	✓			✓							
Offer Accepted								✓			

R. S. Noe